



Circle D Civic Association

111 N. Hasler Blvd, Rm 214, Bastrop, TX 78602-3984 • PO Box 852, Bastrop, TX 78602-0852
512.321.5272 • contactus@circledbastroptx.org • www.circledbastroptx.org

Improvement Application

Application to be completed by the Property Owner.

Property Legal Description: Section _____ Lot # _____ Lot Size (acres) _____

Property 911 Address: _____

Owner:

Print Name _____

Phone _____

Address _____

Email _____

Builder:

Print Name _____

Phone _____

Address _____

Email _____

Estimated Start Date: _____ Estimated Completion Date: _____

Check all that apply, provide a written description in the space below, and include any required County Permits:

- ☐ Workshop _____ sq.ft. ☐ Garage _____ sq.ft. ☐ Patio Porch _____ sq.ft.
☐ Shed _____ sq.ft. ☐ In-Ground Pool _____ sq.ft. ☐ Barn _____ sq.ft.
☐ Other Permanent Structure (identify) _____ Size _____ sq.ft.

Description (material, color, etc.): _____

- ☐ Concrete to be used in construction of improvement (which requires an on-site ACC Form Board Review and approval prior to pouring concrete. Please contact the ACC when form boards are in place.)

Attention: Do not pour concrete until you have received approval from the ACC of their Form Board Review.

- ☐ Fence _____ ln.ft. Type & Materials _____ ☐ Above-Ground Pool _____ sq.ft.
☐ Deck Porch _____ sq.ft. ☐ Solar Panels. ☐ Other (identify) _____
☐ Tree Removal _____ Reason _____

By my signature below, I acknowledge that I understand the *Improvement Application* requirements.

Owner's Name (Printed) _____

Owner's Signature _____

Date _____

Expiration of Permit: 6 months from date of issuance.

Improvement Application Fee:

- <\$500.00 - N/C
- \$501.00 - \$1500.00 - \$25.00
- \$1501.00 - \$5000.00 - \$50.00
- \$5001.00 - \$10,000.00 - \$100.00
- >\$10,000 - \$250.00

Estimated Cost of Improvement: \$ _____

Note: The Improvement Application Fee will be added to the member's PayHOA account on receipt of the application.

See next page for County Permit Requirements, Application Checklist, and Special Situations.

Improvement Application (continued)

Bastrop County Development Services requirements apply in the unincorporated areas of Bastrop County for the construction of certain improvements. It is the owner's and builder's responsibility to comply with these requirements which can be found on the Bastrop County website <https://www.co.bastrop.tx.us/page/ds.home#gsc.tab=0>.

The Circle D Civic Association Architectural Control Committee (ACC) has not performed a technical building code review and will not perform any technical code inspections.

Property Owners are responsible for all activities on their properties:

- A. I am bound by all rules and regulations relating to development in Circle D Civic Association including:
 - 1. The Reservations and Restrictions and By-Laws of Circle D Civic Association.
 - 2. Bastrop County Development requirements.
 - 3. State of Texas Requirements for Development or Remodeling in Unincorporated areas.
- B. If applicable: Obtain Form Board Review inspection approval from the ACC after batter boards are in place and before concrete is poured.
- C. Upon completion of construction all trash, brush and debris must be removed from site.
- D. Construction is completed by expiration of permit 6 months from date of issuance.

Required documents to be submitted to the Circle D Civic Association (CDCA) Architectural Control Committee (ACC) for plan review and approval:

- A. General Requirements:
 - 1. The Application must be completed, signed and submitted.
 - 2. Applicable fees (see Construction and Miscellaneous Fees)
- B. Site Plan Requirements:
 - 1. Site plan with location of improvements including measurements for each structure and distances to property lines on all sides
 - 2. Drawn to scale.
- C. Only single-family residential dwellings and appurtenances ordinary to rural residential living shall be permitted. Therefore, a single-family residential dwelling, of a minimum size as described next, must be constructed prior to or in conjunction with any appurtenances. A minimum of 900 sq. ft. (1,000 sq. ft. in Section 9) of heated/AC residential living space is required.
- D. Structures or appurtenances (except perimeter fences) cannot be located closer to a lot line than the required setbacks specified in each individual section's restrictions. The setback requirements for all sections are summarized in a single document on the ACC page of the CDCA website.

Special Situations:

- Large outbuildings generally must be further back on the lot than the front of the house for architectural appearance.
- A shipping container may be approved as a storage unit provided it is painted a color that is in harmony with the house and other buildings.
- Fences (Also see the Security & Fencing Policy):
 - Privacy fences are only allowed from the front corners of the house and back on the lot.
 - Field fences around the perimeter of vacant lots are allowed prior to home construction.
- When an aerial easement will be encroached, a waiver may be requested from: Bluebonnet Electric Cooperative Inc. This process is usually handled very quickly.
- With a swimming pool application (including above ground), owners should consider including plans for any fences and gates that address liability and insurance issues related to installing a swimming pool.
- The ACC is authorized to approve variance requests. See the Variance Procedures document on the website. The procedures provide for an appeal to the CDCA Board if the request is denied by the ACC.



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Setback Restrictions for Building or Structure Locations Except Fences

Sections	Setback Limitations
Section 1	No nearer than 100' from front, 25' from side, 50' from back Dwellings shall face the front Variances issued on Lots 123-128 & 130: 50' from front and Lot 123 Front changed to Summers Ct from Sage Rd.
Section 2	No nearer than 100' from front, 25' from side, 50' from back Dwellings shall face the front
Section 3	No nearer than 50' from front, 15' from side, 15' from back Dwellings shall face the front
Section 4	No nearer than 50' from front, 10' from side, 10' from back Dwellings shall face the front
Section 5	(4) No nearer than 50' from front, 10' from side, 10' from back Dwellings shall face the front
Section 6	a. Lots 1-29 & Lots 95-140: 30' from any side b. Lots 30-44: 25' from front & back, 15' from side c. Lots 45-94: 30' from water, 10' from road, 10' from side except lots 70 & 71: 5' from water on SW side only
Section 7	No nearer than 50' from front, 10' from side, 10' from back Dwellings shall face the front
Section 8	No nearer than 50' from front, 10' from side, 10' from back Dwellings shall face the front
Section 9	All lots except Lot 30: No nearer than 75' from front, 20' from side, 20' from back Lot 30: 25' from any property line
East	No nearer than 50' from front, 10' from side, 10' from back Dwellings shall face the front



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Construction and Miscellaneous Fees

Construction: Construction may begin after all related documents have been submitted, fees have been paid, and the ACC has approved the application.

Fee	Application Required	Description of Application
\$1,000.00	New Home Application	This non-refundable fee is due at the time the complete application is submitted. Upon approval of the application a permit valid for twelve months will be issued. The permit must be posted at the site of construction and must be visible from the street. The ACC may extend the time during which the permit shall be valid; otherwise, the permit must be renewed for an additional six months at the same cost as the original permit and thereafter must be renewed semi-annually until construction has been completed,
\$500.00	Delayed Application	Additional fee if building starts before application has been submitted and approved.
See Fee Schedule	Improvement Application	This non-refundable fee will be assessed when additional improvements are requested. This would include fences, garages, sheds, porches, pools, and the like.
\$1,500.00	Temporary Quarters Application	This application is part of the New Home Application - Part I. Upon approval of the application a permit valid for twelve months will be issued when the property owner/builder/buyer is requesting that someone live in a trailer on site during the construction. The permit must be posted at the site of construction and must be visible from the street.

Miscellaneous

\$375.00	Resale Certificate	This includes all information requested by title companies for the closing of the properties.
\$250.00	Transfer Fee	This fee includes the transfer of property from the seller to the buyer in all Circle D transactions.
\$25.00	Statement of Account	1. A current statement of your account provided by Circle D; OR 2. A statement downloaded by property owners from their PayHOA account at no charge.
\$0.10 per page	Copying Charges	See the Records Production and Copying Policy on the Circle D website for complete information.



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TREE POLICY



3 pgs
MISCELLANEOUS
202306679

A. Purpose

- a. Preserve the forest which is the cornerstone of this unique community.
- b. Maintain the quality of life that is unique to the Lost Pines.
- c. Trees provide oxygen, reduce noise, help cool, provide beauty, and provide habitat for birds and other wildlife that make this area home.

B. A Circle D Civic Association "Qualified Tree"

- a. Any pine, oak or hickory located in any section of the Circle D Civic Association subdivision.
- b. A "qualified tree" is determined by measuring the tree trunk at 4.5 feet above the ground. This is commonly known as DBH (diameter at breast height).
- c. A "qualified tree" within the Circle D Civic Association Subdivision is protected once it reaches a circumference of 19 inches at DBH.
- d. To determine the circumference of a tree = Diameter at DBH X 3.1416.
- e. To determine the diameter of a tree = Circumference at DBH / 3.1416.

C. Permitted Removal of a "Qualified Tree" required by the ACC prior to removal

- a. The clearing for a proposed homesite requires prior approval from the Architectural Control Committee (ACC).
- b. The clearing for an outbuilding, garage, carport, etc. requires prior approval from the ACC.
- c. The clearing for a driveway from road to homesite requires prior approval from the ACC.
- d. The clearing for a fence line when removing a "qualified tree" requires prior approval from the ACC.
- e. Removal of trees to comply with the Texas A&M Forest Service "Firewise" guidelines requires prior approval of the ACC.
<https://agrifecdn.tamu.edu/coastalbend/files/2015/02/Firewise-Landscaping-in-Texas.pdf>
- f. Other unique situations when the need to remove a "qualified tree" exists, requires preapproval by the ACC.

D. ACC Approval is not required when the following conditions are present. However, it is required that the Homeowner document a perceived threat of a dead or dying tree by photographing a tree, and the tree proximity to a structure, prior to the removal of a dead, dying or damaged tree. An Improvement Application needs to be submitted with the documentation/pictures to the ACC for record keeping. There is no Improvement Application fee required to submit an Improvement Application for tree removal.

- a. Removal of dead, dying, or damaged trees where they are a danger to structures.
- b. The removal of a diseased tree even if not a danger to a structure.
- c. The removal of underbrush is permissible if it does not include the removal of "qualified trees."

- d. In the event of an emergency, where the tree poses a threat of injury to a person or structures, the tree may be removed immediately. Before and after documentation/pictures will need to be submitted with an Improvement Application to the ACC for record keeping as soon as possible.

Note: Circle D Civic Association does not allow clear cutting of a lot under any circumstances.

Note: The wildfire of 2011 destroyed millions of trees in the Lost Pines habitat. Please consider not removing any pine, oak, or hickory regardless of its size unless necessary.

CERTIFICATION

I, the undersigned, Judith D Everett, President of Circle D Civic Association, do hereby attest that at the Board Meeting of the Association held on April 15, 2023, at which a quorum was established this Tree Policy was adopted by unanimous vote.

I, the undersigned, Judith D Everett acting as President of Circle D Civic Association, have this day caused this document to be recorded in the Official Public Records of Bastrop County, Texas.

Executed this day 3rd of May 2023

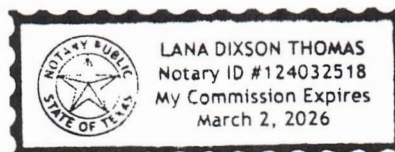
Judith D Everett
Judith D Everett
President, Circle D Civic Association

ACKNOWLEDGEMENT

STATE OF TEXAS
COUNTY OF BASTROP

This instrument was acknowledged before me on May 3 2023, by Judith D Everett, President of Circle D Civic Association, a Texas non-profit corporation, on behalf of said corporation.

Lana Thomas
Notary Public of the State of Texas



FILED AND RECORDED
OFFICIAL PUBLIC RECORDS



Krista Bartsch

KRISTA BARTSCH, County Clerk

Bastrop Texas

May 04, 2023 03:13:23 PM

LUCINDAMOSLEY

FEE: \$30.00

202306679

MISCELLANEOUS





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How to Select a Contractor: Helpful Steps for Circle D Members

- Obtain at least three bids for your project and carefully compare the bids. The lowest bid may not always be the best value.
- A small retainer fee or payment for necessary materials may be appropriate prior to commencement of the project, but full payment in advance of the project is not advisable.
- Additions or alterations to your home that do not meet minimum building, mechanical, plumbing and electrical codes may affect title transfers or insurance requirements should you ever decide to sell your home. Therefore, be cautious of contractors with no licenses when licenses are required by County and/or State laws to perform work on your home.
- Texas State law requires a licensed contractor to have their license with them when performing work on your home. It is acceptable for you to require them to show it to you. Write the license number down and keep it should you have issues with the work performed. This information would be required should you need to file a complaint with the State agency that issued the license.
- Use only licensed trade contractors and request proof of a current license and insurance. The following trades require a license:
 - Electricians
 - Plumbers
 - Air Conditioning Contractors
 - Irrigation Contractors
- New homes and certain additions to an existing home.
 - The Bastrop County Commissioners Court passed a resolution on September 14, 2009 adopting provisions of HB 2833. HB 2833 requires building contractors to build new homes and certain additions in accordance with the 2006 International Residential Code or the version of the International Residential Code that is applicable in the county seat (City of Bastrop). The contractor must also obtain the services of a third-party inspector to provide three separate inspections during construction.
 - Building contractors are not required to be registered by the State of Texas or have a license to perform work in the State of Texas. You should verify that a building contractor is competent and insured before allowing them to build a new home or add additions to your existing home. They are, however, required to perform work on a new home in accordance with the International Residential Code.
 - The code and inspections are there to protect your family's life/safety and your investment. You should make sure that you obtain a copy of all inspections reports from your contractor during the three phases of construction.
- Request and verify references, and request to see a list or photos of projects like yours.
- Check with the Better Business Bureau for any complaint records on your contractor.



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How to Appeal a Ruling

How do I appeal a ruling by the Circle D Architectural Control Committee (ACC)? The language below is from the "Amended and Restated Bylaws of Circle "D" Civic Association. It is the language that provides the steps for appealing a ruling by the **ACC**.

SECTION 10.3: Appeals of Decisions of the Architectural Control Committee.

A. A Member may appeal any action or decision of the Architectural Control Committee pertaining to such Member's lot or lots to the board by sending certified mail to the Association within thirty (30) days of the decision the member wishes to appeal.

B. If an appeal is sent to the board in accordance with subsection A. above, the Board shall have 45 days in which to conduct a hearing with the requesting member. At the sole discretion of the Board, the hearing may be conducted at a regularly-scheduled meeting of the board, or another time that is mutually convenient for the Board and the requesting member.

C. At the hearing, the member may present any plans, evidence, and concerns to the Board. The Board shall have the sole discretion to either adopt, amend, or reject the decision of the Architectural Control Committee. The decision of the Board shall be final.

D. Members of the board who ruled on the Architectural Control Committee application shall not vote in the appeal process.

Follow these steps to appeal a ruling of the ACC to the Board of Directors.

1. Send a letter by certified mail to Circle "D" Civic Association within (30) days after the ruling stating that you wish to appeal the decision of the ACC. Include a general statement in the letter that includes the reason(s) you are appealing the Committee's ruling. Send your letter of appeal to the following address:
Circle D Civic Association
PO Box 852,
Bastrop Texas 78602-0852
2. The Board will make every effort to hear your appeal at the next regularly scheduled Board meeting. The meetings are generally held every second Saturday of the month starting at 8:30 a.m.
3. A notice of the Board Agenda is sent out to members and is posted on the website at circledbastroptx.org.
4. At the Board Meeting be prepared to provide any supporting documents including plans, evidence, and concerns that you believe are relevant to support your appeal.
5. The Board is open and will listen to all information provided before a final ruling is voted on.

If you have any questions, feel free to contact us at (512) 321-5272.